

TIPS

*for Librarians:
Labeling Books*



Accelerated Reader Enterprise Edition™

With AR™ Enterprise Edition, you have access to over 110,000 quizzes (including Reading Practice, Vocabulary Practice, Recorded Voice, Literacy Skills, and Spanish) and new quizzes as they're developed (approximately 10,000/year).

This means nearly every book in your library will be an AR book! Although this may be a time-consuming task, once books are labeled, you can simply label new books as they arrive. You will now have an extensive AR library to meet the needs and interests of every student!

Step 1: Choose an Option

- Have a rubber stamp made that contains: AR quiz number, interest level, book level, and points. Stamp the inside of the book and write in the specific information.
- Write the AR quiz number, interest level, book level, and points on the inside cover of the book.
- Attach a star or some other type of sticker to indicate that the book is an AR book. More information about the book can be found in one of the following ways:
 - The AR quiz number, interest level, book level, and points may be listed in the inside cover of the book (if you stamp or write them there).
 - A binder with an AR book list in alphabetical order by title and/or author. Included in the binder are the AR quiz number, interest level, book level, and points for each AR book.
- Create your own labels using Renaissance Software (see page 2).
- Purchase preprinted labels from the Renaissance Learning Quiz Store (www.renlearn.com) or Resellers.

Step 2: Recruit Help

- Use parent volunteers.
- Sponsor a family AR night. Teach parents about AR, display examples of books at each level, let students take quizzes, and get families to help.
- Contact senior centers, Boy Scouts, Girl Scouts, Lions, Kiwanis, church groups, etc. for volunteers. (Many groups require members to volunteer a certain number of hours.)
- Instead of a faculty meeting, give each teacher one sheet of labels and make them responsible for labeling those books.
- Close the library for a period of time and bring in school aides, volunteers, and/or students to help.
- Get graduate students and/or high school students to help for credit as part of an independent study or community service program.
- Hire help from a temporary employment agency.

Step 3: Label Books

Although schools have used many different methods to label books, here are some tips that may be especially helpful.

1. Label most popular books first.
2. Next, label fiction books. (They're easier to label since the books are usually in alphabetical order by author.)
 - a. Take the books off the shelf and carry to the computer.
 - b. Look up each book individually.
 - c. Print and attach the labels.
 - d. Return the books to the shelf.
3. Label nonfiction books one shelf at a time as suggested above.
4. Label new books as you purchase them.
5. Label books as they are returned to the library before they are reshelved.

Book Labeling Tips

- In the software, when looking for an individual book, search by title or author.
- Place the label on the outside of the book or the inside cover.
We recommend putting the label on the inside cover because students who read below their grade level may be embarrassed by labels that include the book level on the outside.
- Cover labels with transparent tape to hold them in place.
- If you plan to remain open during the labeling process, put some "police tape" or "construction signs" across a set of shelves and move the tape or signs as you work. Remember to check each book as it comes in before placing it back on the shelf.
- If you are getting your AR information from your library management software, note that older MARC records may still have pre-ATOS levels.
- In order for students to be able to look up books in your library by reading level or point value, your MARC records need to be updated with a 526 tag. Please contact your library software company for assistance with this.
- This is a great opportunity to do some collection management. Check on the condition, age, accuracy, etc. of books.

Creating Labels with AR Renaissance Place™

1. Log in to Renaissance Place.
2. Click **Reports** in the list of Accelerated Reader tasks.
3. Click **School Management**.
4. Click **Labels - Book**.
5. Choose the customization options on the Report Options page.

Report Options

Select the options for this report

School: Roosevelt School
Report: Labels - Book Report

Cancel View Report

Customization Options

Select Quizzes

☒ All
☐ Some Select Quizzes (0 selected, 0 total)

Number of Labels

Number of labels to print for each quiz: 1

Sort By

☒ Quiz Number
☒ Title
☐ Author
☐ Book Level
☐ Fiction/Nonfiction
☐ Points

Label Information

☒ Show quiz number
☒ Show points
☒ Show Interest Level
☒ Show ATOS/Pre-ATOS Book Level
☐ Show alternate book level
☐ Show Alternate Book Level 1
☐ Show Alternate Book Level 2

Starting label position: 1

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30

Cancel View Report

- To print labels in small batches, such as all authors whose last names start with A, after Select Quizzes, click **Select Quizzes**. Search for the quizzes, select the

- ones you want, click **< Add** or **<< Add All**, and then click **Save**.
- To change the default sort option of Title, click another option that suits your needs.
- To show alternate book level information on the labels (for the 100-pt or 2,000-pt scales), after Label Information check the **Show Alternate Book Level** box and choose a scale.
- Click **View Report**. The report will open in Adobe® Reader in a new window (or in Preview on certain Macintosh® computers).
- To print, click the Adobe Reader print icon, not the browser's print button. Macintosh: If the report opens in Preview, click the **File** menu and choose **Print**.

Creating Labels with AR BookGuide™

Before creating labels as described below, import your MARC records from your library management software into AR BookGuide.

1. Log in to the AR BookGuide 3.x homepage.
2. Click **List Management** under Title & List Management.
3. Click **Create List**.
4. Type a name for your list into the List Name blank field. Click **Save**.
5. Click the **Search** tab.
6. Click **Advanced Search**.
7. Enter specific search criteria.

- Be sure to select **Have** from the **Book** drop-down list. This will give you results for the books you have in your library.
- To print labels for a only certain section of your library, such as fiction or nonfiction, make your selection from the **Fiction and Nonfiction** drop-down list.
- Click **Search**.
Note: Click any blue heading to sort your search results by that category.
- In the Select column, check the box by each book you want to add to your list.
Note: Check the box above the Select heading to select all of the books in the column.
- Click **Add to List** to add books to your list.
- Click the **Lists** tab.
- Click the list you want to print.
- Click **Book Labels**.
- Select the criteria you want to print on the label.
Note: By default, the labels will be sorted by Title. Click **Author Last Name** after Sort to print the labels alphabetically by author.
- Click **View Report**. The report will open in Adobe Reader (or in Preview on certain Macintosh computers).
- To print, click the Adobe Reader print icon, not the browser's print button. Macintosh: If the report opens in Preview, click the **File** menu and choose **Print**.